

## **Chapter 12 – Annual Report and Certification, and Blank Forms**

This Chapter contains all blank forms required by the permit including:

- Annual Report and Certification form;
- Stormwater Pollution Prevention Plan forms;
- Illicit Connection Inspection Report form (see Chapter 6); and
- Closeout Investigation form (see Chapter 6).

These forms are meant to aid the Highway Agency by making the process of complying with your permit, completing the SPPP, conducting inspections, and reporting to the Department easier. Electronic copies of the blank forms are on the CD provided to you by the Department and may also be downloaded at [www.state.nj.us/dep/dwq/municstw.html](http://www.state.nj.us/dep/dwq/municstw.html). The forms are available as both a PDF file, which allows the form to be completed on the computer, or as an MS Word fill in form document. If the Highway Agency has a full version of Adobe Acrobat, the PDF files can be saved and updated. If you are using an Adobe Acrobat Reader, you will be able to complete the forms, but not save the completed forms for future use.

Each Highway Agency should use the blank Stormwater Pollution Prevention Plan forms or create their own forms, provided that all the required information is included, when completing its SPPP (see Chapter 2 of this guidance document for more information on your SPPP). When completing your SPPP, it's important to include detailed information about your Highway Agency's stormwater program. The more information your SPPP contains, the more beneficial it will be to you and the Department. The Highway Permit does not require Highway Agencies to submit the SPPP to the Department, however, the Department will review the completed SPPP as part of regular compliance assistance inspections. In addition, the SPPP should be kept on site for use by members of the Stormwater Pollution Prevention Team and other employees it may affect.

The SPPP should be an evolving document and should not be filed away upon completion. The SPPP needs to be continually updated and revised as people, tasks, and best management practices change. Each year you will be required to submit an **Annual Report and Certification**. This is the perfect time to evaluate your stormwater program and SPPP and make appropriate changes, revisions and updates.

### **Annual Report and Certification**

Highway Agencies shall complete an Annual Report (on a form provided by the Department below) summarizing the status of compliance with this permit including measurable goals and the status of the implementation of each SBR contained in Part I, Section H of the permit. This report shall include a certification that the Highway Agency is in compliance with its stormwater program, SPPP and this permit, except for any incidents of noncompliance. Any incidents of noncompliance with permit conditions shall be identified in the Annual Report and Certification. A copy of each Annual Report and Certification shall be kept at a central location and shall be made available to the Department for inspection.

- If there are incidents of noncompliance, the report shall identify the steps being taken to remedy the noncompliance and to prevent such incidents from recurring.

- The Annual Report and Certification shall be signed and dated by the Highway Agency, and shall be maintained for a period of at least five years. This period may be extended by written request of the Department at any time.

The Annual Report and Certification shall be submitted to the Department pursuant to the following submittal schedule:

- Submit an Annual Report and Certification: **on or before July 1, 2005 and every 12 months thereafter.**

### **Annual Report and Certification Form**

### **Stormwater Pollution Prevention Plan Forms**

### **Illicit Connection Inspection Report Form**

### **Closeout Investigation Form**